

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Storage and Issuance of Regulations by  
Records Center

1. A situation has come to my attention today that I feel you should be made aware of.

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2. [ ] Records Center, says that it is not possible under their present system to replace obsolete (rescinded) portions of the stock of regulations by the current pages. This means that space at Records Center is being taken to house obsolete issuances on a cumulative basis. For example, when a regulation is initially printed it may have 15 pages. Records Center receives about 100 copies of each regulation for stock. Subsequent to initial printing, one page might be revised 10 times. As each revision is issued, Records Center files the revised pages as received but does not destroy the then obsolete ones. Therefore, they are housing 1000 pages of material, 900 of which are useless and should have been destroyed. As you are well aware it is a rare regulation that would have only one page revised, so that the unnecessary 900 copies would have to be multiplied by the number of pages revised.

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3. Another matter of concern to me which is directly attributable to the system at Records Center is the large volume of waste of current issuances. For example: [ ] is 93 pages long. Should I request a copy of [ ] which is printed on page 51, Records Center would send me the entire 93-page [ ] This is a waste that is surely obvious and one which I am informed occurs frequently.

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4. Both the above problems would be solved by filing regulations by page. This method would simplify removal and replacement of any given page as it is superseded and filling orders for only the needed pages of any issuance.

5. Please advise me what steps you can take toward solution of this waste of space and material.

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Executive Assistant to the  
Deputy Director (Support)